

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1886

TITLE: IT PROGRAM MANAGER I

GRADE: S-31

DEFINITION:

Under limited supervision, serves as a first or second line supervisor over 5 to 15 professional level IT subordinates; manages all administrative (including budgets and resources) and program operations or IT activities for a functional area, and matrix manages like functions in other branches, divisions or departments; develops specifications for RFPs, negotiates and manages contracts; oversees the integration of software/hardware components into system; assures effective equipment and software use and preventive maintenance; provides technical expertise and implements policies and procedures; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is managerial/supervisory work ensuring the effective functioning and utilization of a specialized IT program. Incumbents in this class spend the majority of their time on duties related to management and/or administrative duties. It is distinguished from the IT Program Manager II by having supervisory duties and responsibility and program responsibility over a smaller number of staff of information technology professionals and technicians and spending less time interfacing with individuals or groups (not contractors) outside the functional area(s) of primary responsibility.

ILLUSTRATIVE DUTIES:

Performs all required personnel, software and hardware planning and budgeting functions for assigned area;
Allocates staff for approved projects and system support;
Ensures compliance with policies, procedures, and standards for computerized systems and performs project and contract management duties as needed;
Plans, organizes, coordinates, assigns, and evaluates the work of a small subordinate staff;
Provides guidance, technical assistance, and training to subordinate staff through formal and informal evaluations;
Provides work related counseling as needed;
Provides opportunities for staff development;
Establishes task priorities among competing projects and maintenance requirements;
Provides direction to staff to ensure systems are enhanced and developed within budgetary and time constraints;
Approves work plans;
Reviews computer studies and documentation to ensure conformance with approved standards and that all studies consider all relevant technical, personnel, and organizational issues;
Prepares annual budget submission for operations, capital equipment, training, and other matters;
Reviews and authorizes expenditures;
Assesses staff training needs;
Prepares training plans for staff, allocates courses, and enrolls personnel in the most appropriate and effective courses;
Prepares project status and progress reports on all major assigned tasks;
Prepares correspondence, cost-benefit evaluations and the like;
Prepares requests for proposals for a variety of system projects;

Develops performance criteria and technical specifications;
Serves on selection advisory committees;
Prepares vendor proposal evaluation criteria;
Serves as contract project manager;
Assures contract provisions are met;
Introduces and evaluates new technology;
Participates in the development of long range system planning;
Develops and approves work plans for the development and enhancement of current and planned systems;
Establishes systems development schedules, priorities, and standards;
Confers with development staff to monitor development and maintenance projects;
Manages the development and implementation of new systems;
Evaluates computer hardware, software, and related information resource technology;
Recommends purchases as appropriate;
Confers and coordinates with agency representatives and user groups to solve problems and to determine system enhancement/development needs and requirement;
Serves on special committees and task forces as needed;
Undertakes special projects;
Keeps abreast of new technologies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of modern methods and techniques of information resources management;
Thorough knowledge of the capabilities and requirements of various computer platforms;
functioning in centralized, distributed, client server, and stand-alone operating environments;
Thorough knowledge of multi-platform computer programs;
Thorough knowledge of systems analysis and programming;
Considerable knowledge of effective supervisory practices, methods, and techniques;
Skill in communicating technical ideas clearly and in translating user information requirements for effective system use;
Ability to translate technical terminology in terms understandable to management and employees;
Ability to make decisions based on factual data, and to evaluate the progress or success of computerized projects and systems;
Ability to plan, organize and conduct systems analysis and to evaluate administrative processes and procedures;
Ability to efficiently monitor program development and thoroughly document necessary system modifications and enhancements;
Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
Ability to establish and maintain effective business relationships.

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EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to the following:

Possession of a bachelor's degree in computer science, or closely related field; PLUS

Five years' experience in systems design, development, and maintenance in a large information systems environment, including supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

None.

ESTABLISHED: May 24, 1999